



*your resource for Affordable Housing*



**Brookside Apartments Information Package  
Boylston, MA**

**YOU MUST CONTACT THE LEASING OFFICE FIRST AND GO THROUGH THEIR SCREENING BEFORE SUBMITTING THIS APPLICATION TO MCO HOUSING SERVICES. CONTACT THE LEASING OFFICE AT 508-841-6771 OR EMAIL: [AMCLOUGHLIN@MADISONMGMT.COM](mailto:AMCLOUGHLIN@MADISONMGMT.COM)**

Attached is the information regarding the affordable rental units at Brookside Apartments in Boylston, Massachusetts. Potential Tenants will not be discriminated against on the basis of race, color, national origin, disability, age, ancestry, children, familial status, genetic information, marital status, public assistance reciprocity, religion, sex, sexual orientation, gender identity, veteran/military status, or any other basis prohibited by law.

Located at 127 Shrewsbury Street in Boylston, Brookside Apartments is a new 66-unit rental development offering 7 affordable one and two-bedroom apartments, on a first come first serve basis, for eligible tenants earning up to 80% of median income. Unassigned surface parking is available for all at no charge. Each unit includes one or two baths and all kitchen appliances in 744 or 1078 sq. ft. In-unit washer and dryer included. The building does not have an elevator. Two pets are allowed, per the pet policy. There are breed restrictions. This is a smoke free building.

The monthly rents are \$1,349 for a one bedroom and \$1,483 for a two bedroom unit. Utilities are not included. These affordable units are available on a first come first serve basis as outlined in the attached package. Please review the enclosed information packet in detail and complete the application and disclosure statement at the rear of the packet.

The rents are NOT subsidized, or income based. You are responsible for the full rent. Section 8 or a Housing voucher will be accepted but it is your responsibility to find out if your Section 8 or Housing provider accepts the rent and project. The minimum income, without a Section 8 or Housing Voucher are: One bedroom - \$40,470; Two Bedroom - \$44,490.

***Please note: Complete financial documentation is required to have the opportunity to lease. Included in this package is the list of required documentation to be sent in with your application. Incomplete applications will not be reviewed for eligible until all documentation is received.***

Thank you for your interest in affordable housing at **Brookside Apartments**. We wish you the best of luck. Please contact MCO Housing Services at 978-456-8388 or email us at [lotteryinfo@mcohousingservices.com](mailto:lotteryinfo@mcohousingservices.com) if you have any questions. We encourage you to advise other people or organizations that may be interested in this program and make copies of the relevant information as needed.

Sincerely,

A handwritten signature in black ink that reads 'Maureen M. O'Hagan'.

Maureen O'Hagan for Brookside Apartments, LLC

This is an important document. Please contact [AGENCY NAME] at [PHONE #] for free language assistance.

Este documento es muy importante. Favor de comunicarse con el MCO Housing en 978-456-8388 para ayuda gratis con el idioma. (Spanish)

Este é um documento importante. Entre em contato com o MCO Housing Serv no número 978-456-8388 para obter assistência gratuita com o idioma. (Portuguese)

Dokiman sila a enpòtan. Tanpri kontakte MCO Housing la nan 978-456-8388 pou asistans gratis nan lang. (Haitian Creole)

此文件為重要文件。如果您需要免費的語言翻譯幫助，請聯絡 MCO Housing 聯絡方式：978-456-8388。(Chinese, Traditional)

此文件为重要文件。如果您需要免费的语言翻译帮助，请联络 MCO Housing 联络方式：978-456-8388。(Chinese, Simplified)

Это весьма важный документ. Свяжитесь с сотрудником MCO Housing на предмет оказания бесплатной помощи по переводу на иностранный язык (978-456-8388). (Russian)  
(Phone #)

នេះគឺជាឯកសារសំខាន់។ សូមទំនាក់ទំនង MCO Housing តាមរយៈ 978-456-8388 ដើម្បីទទួលបានជំនួយផ្នែកភាសាដោយឥតគិតថ្លៃ។ [Mon-Khmer, Cambodian]

Đây là một tài liệu quan trọng. Vui lòng liên hệ MCO Housing tại 978-456-8388 để được hỗ trợ ngôn ngữ miễn phí. (Vietnamese)

Kani waa dukumentiyi muhiim ah. Fadlan MCO Housing kala soo xiriir 978-456-8388 si aad u hesho gargaar xagga luqadda oo bilaash ah. (Somali)

هذه وثيقة مهمة. يرجى الاتصال بـ MCO Housing بـ 978-456-8388 للمساعدة اللغوية المجانية.  
[Phone #] [Agency Name] (Arabic)

Ce document est très important. Veuillez contacter le MCO Housing au 978-456-8388 afin d'obtenir une assistance linguistique gratuite. (French)

Il presente è un documento importante. Si prega di contattare il MCO Housing al 978-456-8388 per avere assistenza gratuita per la traduzione. (Italian)

# Brookside Apartments

## Question & Answer

The units will be leased in accordance with policies and guidelines established by the Commonwealth of Massachusetts Department of Housing and Community Development (DHCD).

### What are the qualifications required for Prospective Tenants?

- Qualify based on the following gross maximum income table, which is adjusted for household size:

old Size	1	2	3	4
owable Income up to 80%	4,950	2,800	0,650	8,500

### APPLICANT QUALIFICATIONS:

1. Household income cannot exceed the above maximum gross allowable income limits.
2. When assets total \$5,000 or less, the actual income received is included in the annual income as income from assets OR when assets exceed \$5,000, annual income includes the greater of actual income from assets or a .06% imputed income calculation. Assets divested at less than full market value within two years of application will be counted at full market value when determining eligibility.
3. In addition to income and asset eligibility you will also be subject to a screening by the project and determined eligible based on that basis.
4. Households cannot own a home, including homes in a trust, and lease an affordable unit. Your home must be sold before you will be allowed to move-in.

### Are there accessible/adaptable units?

Yes, all the units are adaptable. There is no elevator in the building. Applicants with disabilities may request reasonable accommodations or modifications of the housing when such accommodations or modifications are necessary to afford the disabled person equal opportunity to use and enjoy the housing.

### Are there preferences for Household Size?

In all cases, preference for the two bedroom units will be for households that require two bedrooms. Preference for one bedrooms are for households requiring one bedroom. Unit size preferences are based on the following:

1. There is a least one occupant per bedroom.
2. A husband and wife, or those in a similar living arrangement, shall be required to share a bedroom. Other household members may share but shall not be required to share a bedroom.
3. A person described in the first sentence of (2) shall not be required to share a bedroom if a consequence of sharing would be a severe adverse impact on his or her mental or physical health and the lottery agent receives reliable medical documentation as to such impact of sharing.
4. A household may count an unborn child as a household member. The household must submit proof of pregnancy with the application.
5. If the applicant is in the process of a divorce or separation, the applicant must provide proof that the divorces or separation has begun or has been finalized, as set forth in the application.

Households must not exceed the Massachusetts State Sanitary Code: 105 CMR 410. Applicants will not be offered a unit larger than they are eligible.

### What happens if my household income exceeds the income limit?

Annually you will be recertified for eligibility. Once your household income exceeds 140% of the maximum allowable income adjusted for household size, then after the end of your current lease you will have the option of staying in your unit and paying the market rent or not renewing your lease.

### *Acceptance of Units*

Selection of units will happen after MCO Housing Services and the Leasing Office applications have been completed and approved. You need to be determined eligible by MCO and the Leasing Office before you will be offered a unit. If either denies your application, then you will not be able to lease. Those with a Section 8 or other Housing Voucher, the project and rents need to be approved by your voucher holder. If they do not accept the rents or project you will not be able to lease, even if you were approved by the Leasing Office.

**Summary**

We hope this helps explain the process by which the units will be distributed. It can be a lengthy and sometimes complicated process. We greatly appreciate your participation and wish you the best of luck in the process.

**UNIT AVAILABILITY**

<b>Apartment #</b>	<b>Building #</b>	<b>Bedroom Size</b>	<b>Floor</b>	<b>Sq. Ft.</b>
5	1	1	2 <sup>nd</sup>	774
7	2	1	2 <sup>nd</sup>	774
21	2	2	3 <sup>rd</sup>	1078
4	3	1	1 <sup>st</sup>	774
8	3	1	2 <sup>nd</sup>	774
15	3	2	2 <sup>nd</sup>	1078
22	3	2	3 <sup>rd</sup>	1078

**Building Addresses:**

#1 – 1 Rindle Road

#2 – 2 Rindle Road

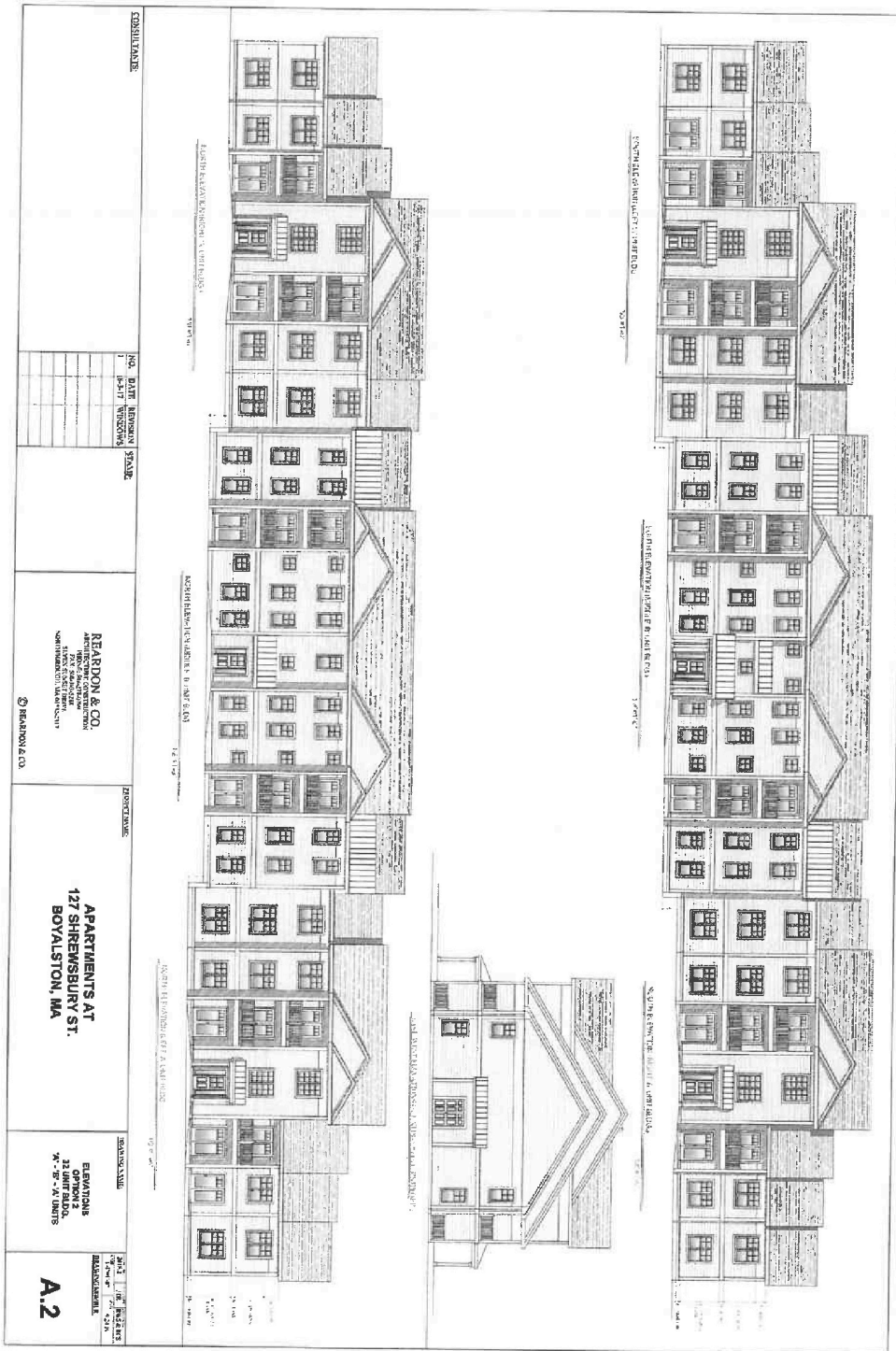
#3- 3 Rindle Road

**Project Amenities**

Fitness Room

Club House

Dog Park



ELEVATIONS		NO. DATE REVISION		REVISIONS	DRAWING	PROJECT NAME	DESIGNER	SCALE	DATE
		1	10-17						

REARDON & CO.  
ARCHITECTURAL CORPORATION  
127 SHREWSBURY ST.  
BOYALSTON, MA 01968

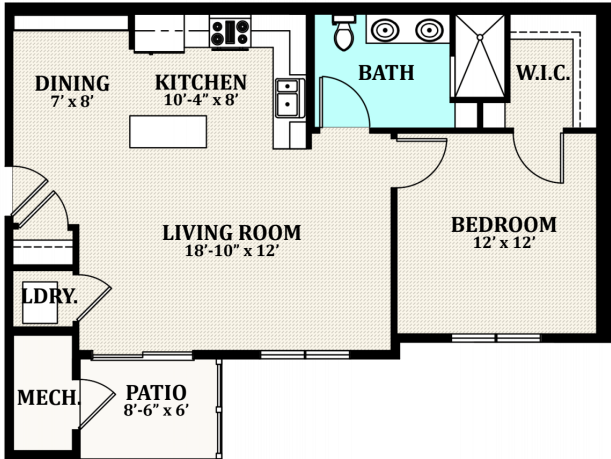
APARTMENTS AT  
127 SHREWSBURY ST.  
BOYALSTON, MA

ELEVATIONS  
12 UNIT BUILDING  
14' - 0" - 14' UNITS

SCALE  
1/8" = 1'-0"

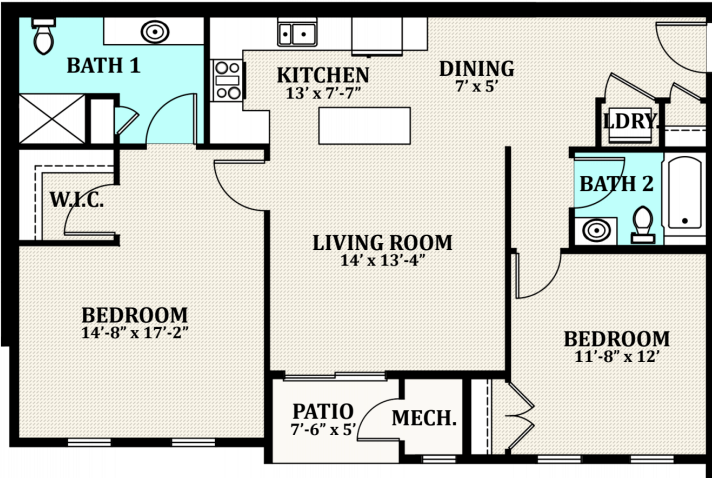
A.2

1 BEDROOM UNIT



Brookside Apartments Boylston, MA

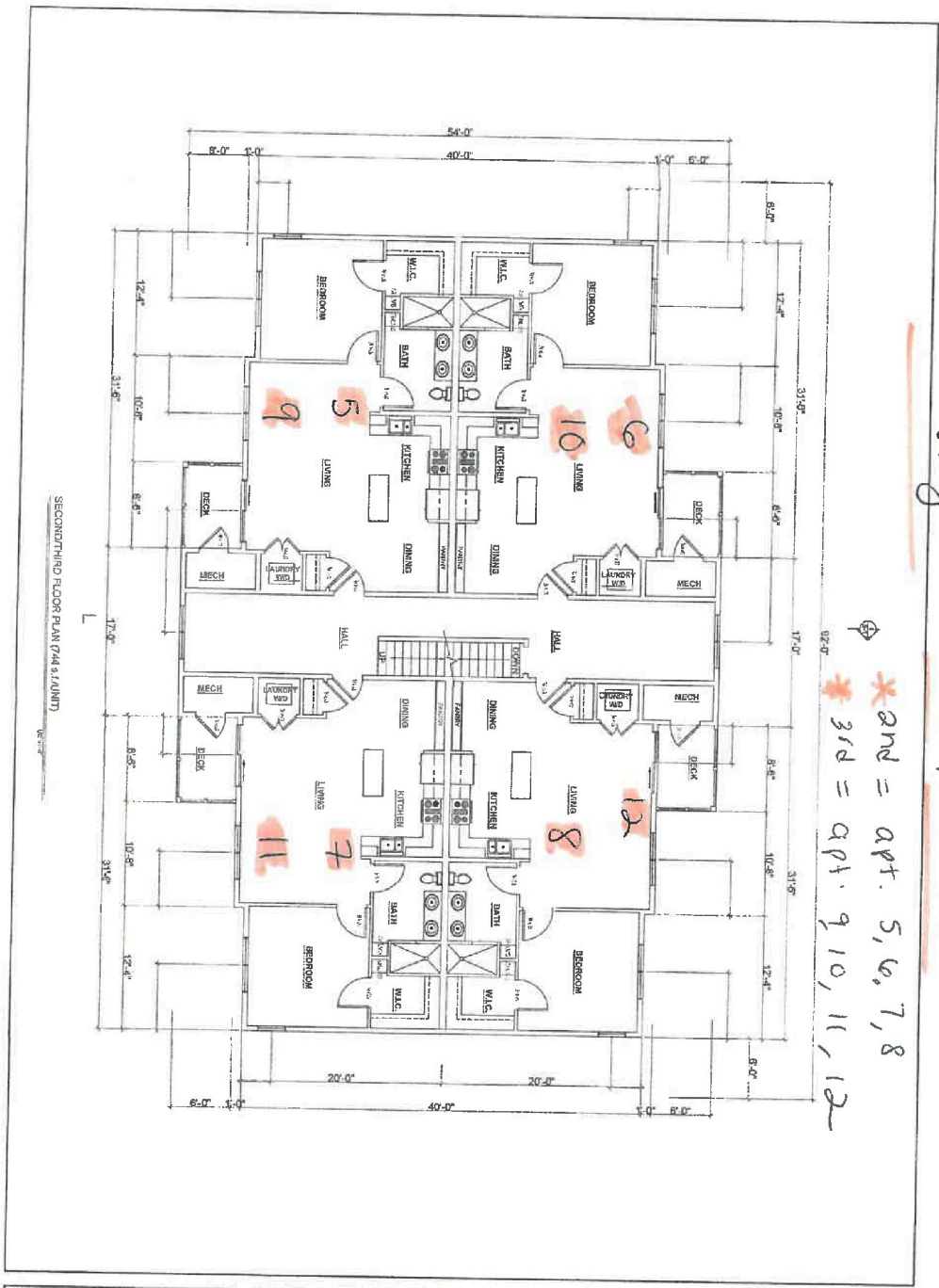
2 BEDROOM UNIT



Brookside Apartments Boylston, MA

Building 1 2nd 13rd floor

⊕ \* 2nd = apt. 5, 6, 7, 8  
 \* 3rd = apt. 9, 10, 11, 12

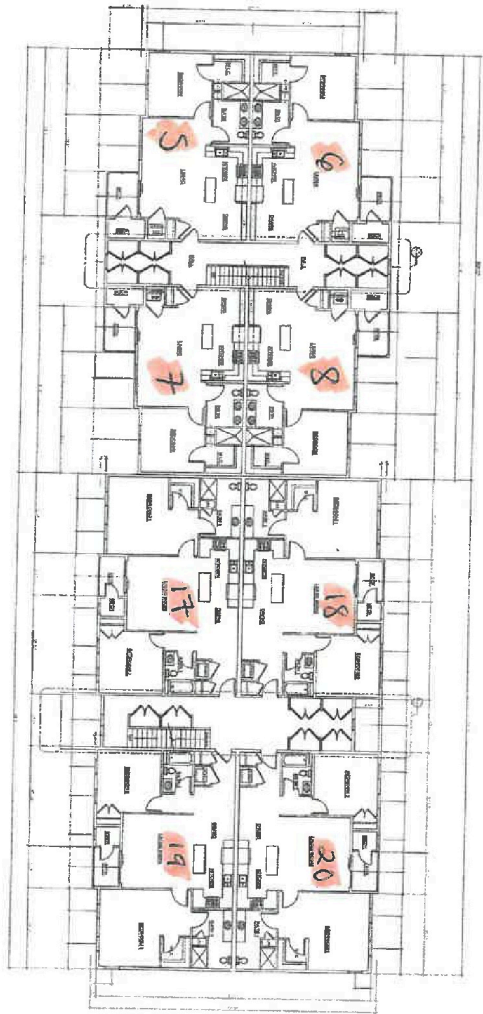


15 14 13 12 11 10 9 8 7 6 5 4 3 2 1	15 14 13 12 11 10 9 8 7 6 5 4 3 2 1	15 14 13 12 11 10 9 8 7 6 5 4 3 2 1	15 14 13 12 11 10 9 8 7 6 5 4 3 2 1
	15 14 13 12 11 10 9 8 7 6 5 4 3 2 1	15 14 13 12 11 10 9 8 7 6 5 4 3 2 1	15 14 13 12 11 10 9 8 7 6 5 4 3 2 1

DEARBORN & CO.  
 ARCHITECTS  
 15 BOWELL STREET  
 BOSTON, MA  
 02114  
 TEL: 617-552-1111  
 FAX: 617-552-1112  
 WWW.DEARBORN.COM

SECOND FLOOR  
 FLOOR  
 PLAN  
 A.2

Building 2 2nd Floor

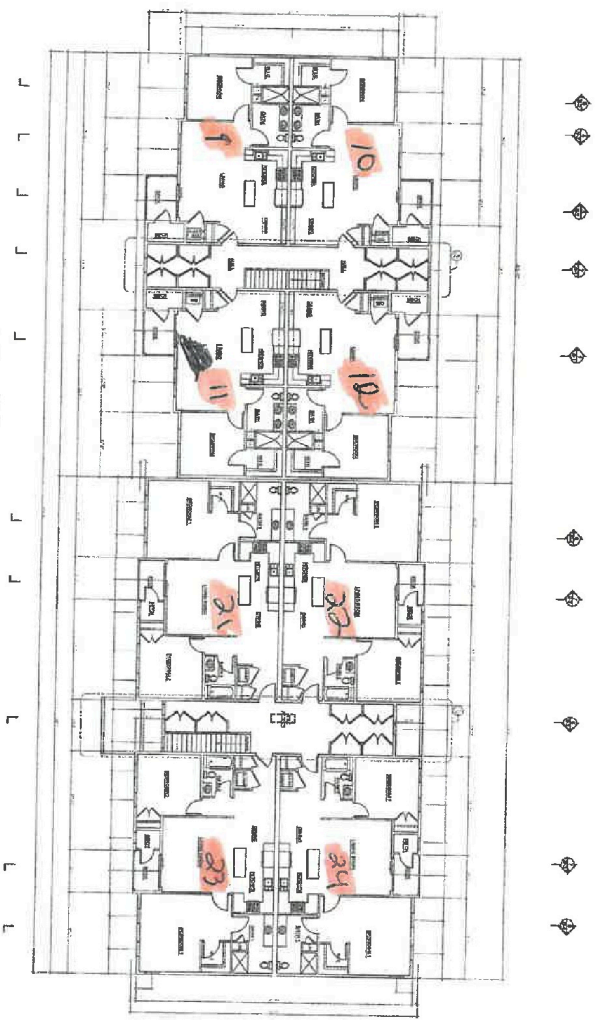


SECOND FLOOR PLAN BUILDING #2  
1/8" = 1'-0"

CONTRACTOR: MC SPARKES ASSOC., INC., 17 GLENWOOD STREET, HOLLAND, MA		NO. 1271 DATE 10/27/08 SHEET 2 OF 2		PROJECT NAME: REARDON & CO. ARCHITECTS/INTERIORS/CONSTRUCTION 100 STATE STREET WASHINGTON, MA 01890 © REARDON & CO.		PROJECT NAME: BROOKSIDE APARTMENTS 127 SHREWSBURY ST. BOYLSTON, MA		EXHIBIT NAME: BUILDING #2 SECOND FLOOR PLAN N - 2 UNITS		SCALE: 1/8" = 1'-0" DATE: 10/27/08 DRAWN BY: [blank] CHECKED BY: [blank]	
<b>A.3</b>											



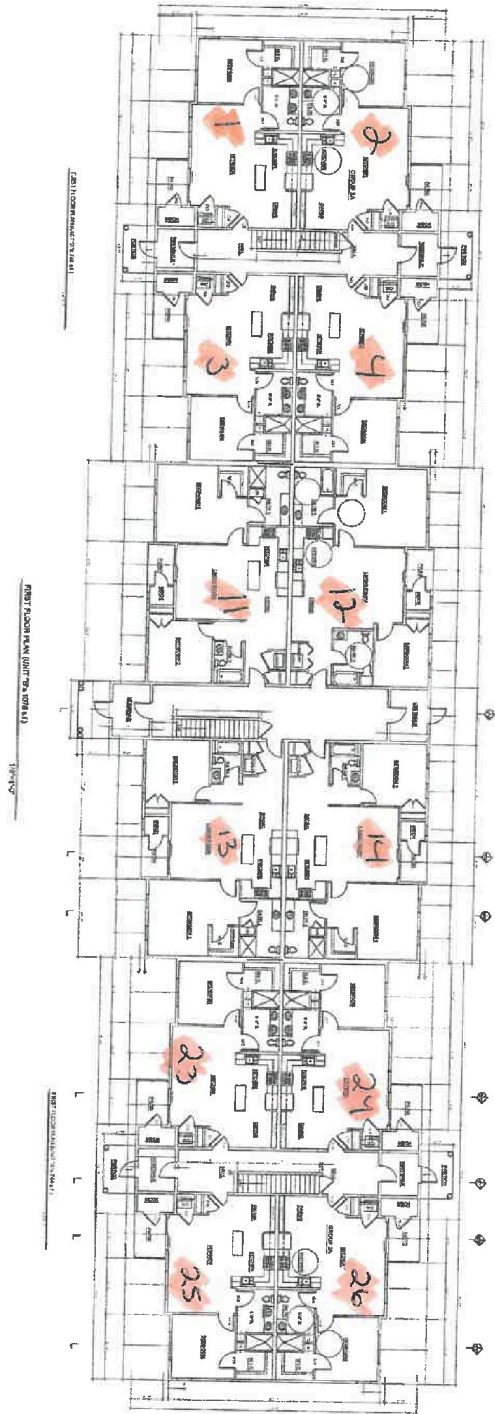
Building 2  
3rd Floor



THIRD FLOOR PLAN BUILDING #2  
1/6/11

CONSULTANTS RC SWALES ASSOC., INC., 17 GLENWOOD STREET, HOLLISTON, MA	NO. 10-11-12-13-14-15-16-17-18-19-20-21-22-23-24	DATE 1/6/11	PROJECT NAME	ISSUES/NOTES	SCALE
			REARDON & CO. ARCHITECTS 100 STATE STREET HOLLISTON, MA 01923 TEL: 508-326-1111 WWW.REARDONCO.COM	BROOKSIDE APARTMENTS 127 SHREWSBURY ST. BOYLSTON, MA	BUILDING 2 THIRD FLOOR PLAN 1/6/11
			© REARDON & CO.		
					A.4

Building 3 First Floor



COMMENTS:	
NO.	DATE

NO.	DATE	DESCRIPTION	STATUS

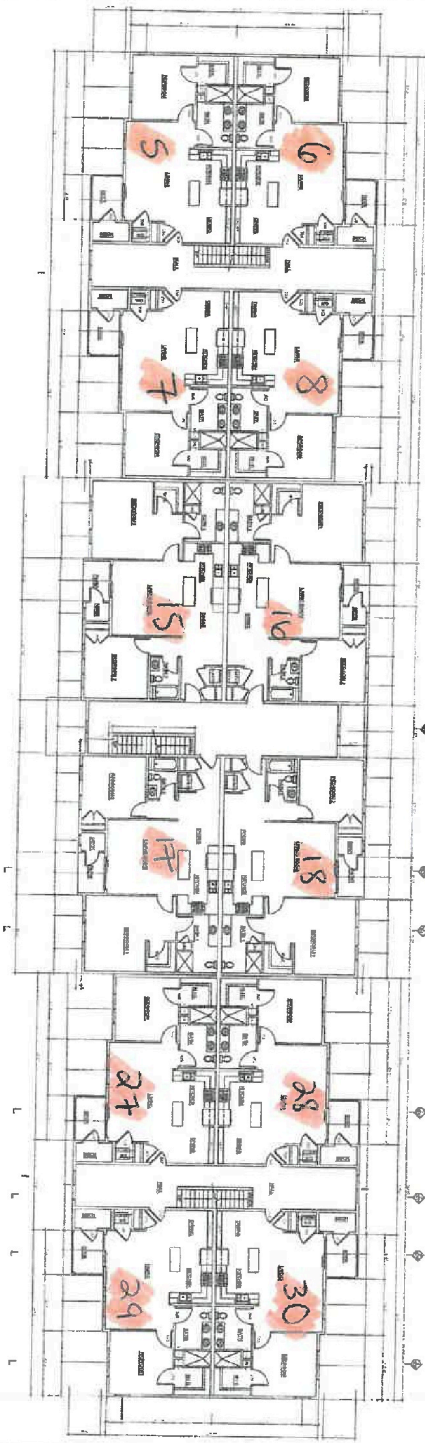
**REARDON & CO.**  
ARCHITECTS  
127 SHREWSBURY ST.  
BOYLSTON, MA 01901-2141  
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**REARDO & CO.**  
127 SHREWSBURY ST.  
BOYLSTON, MA

**REARDON & CO.**  
BUILDING NO.  
FIRST FLOOR PLAN  
1 - 3 - 24 UNITS

**A.1**

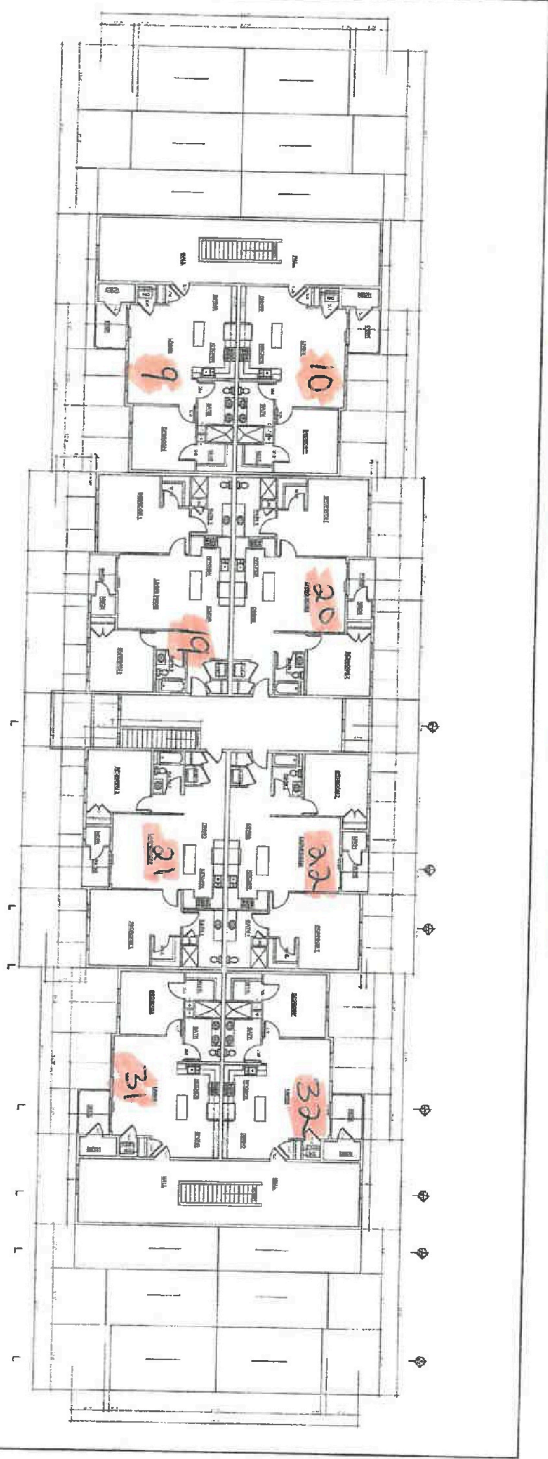
Building 3 2nd Floor



SECTION A-2 (SEE DRAWING TITLE SHEET)

CONSULTANTS		NO. DATE REVISION		STAMP	PROJECT NAME	DRAWING NAME	SCALE	
NO.	DATE	BY	CHKD.				AS SHOWN	AS SHOWN
					<b>REARDON &amp; CO.</b> ARCHITECTURAL CONSULTANTS 175 STATE STREET BOSTON, MA 02109-3011	<b>APARTMENTS AT            127 SHREWSBURY ST.            BOYLSTON, MA</b>	<b>BUILDING 03            2ND FLOOR PLAN            11' 0" x 24' 0" UNITS</b>	<b>A.2</b>

Building 3 3rd Floor



CONSULTANTS		NO.		DATE		DESCRIPTION		STATUS	

<b>REARDON &amp; CO.</b> ARCHITECTS 127 SHREWSBURY ST. BOYALSTON, MA 01903-2317 © REARDON & CO.		<b>APARTMENTS AT</b> <b>127 SHREWSBURY ST.</b> <b>BOYALSTON, MA</b>		<b>BUILDING 3</b> <b>3RD FLOOR PLAN</b> <b>11'-0" x 11'-0" (11/15/15)</b>		<b>A.3</b>	
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## **PLEASE READ THE FOLLOWING CAREFULLY**

- 1. The Application is now a separate package that can be completed online although you will still need to print out and submit with all the required documentation.**
- 2. More than 50% of applications submitted to MCO Housing Services for lotteries are incomplete and not included in lotteries. Please take the time to read the application and submit all required documentation. It is your responsibility to provide the correct documentation. It does not matter if you were the first application or the last application received we will NOT review applications until AFTER the posted deadline.**
- 3. If you are unable to provide specific information then submit a note with your application explaining the circumstances. This will not guarantee your application will be accepted, but depending on the circumstances, we may be able to work with you.**
- 4. Do not take photos with your cell-phone of any documentation and email it to us. The photos are not legible and we will not accept them.**
- 5. You can fax your information but it is not recommended. If all pages are not received your application would be considered incomplete.**